

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting August 16, 2017

17-08-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 16, 2017. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Jessica Robertson, Commissioner, Department of Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Cynthia Carrasco, Governor's Designee; Chandler Lighty, Director, Indiana Historical Bureau.

Guests: Teresa Henson, Attorney General's Office; Larry Molnar Department of Revenue; and John Connell, Department of Transportation Records Coordinator.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-08-16-02

NEXT MEETING

Luke Britt announced the next meeting would be held September 20, 2017 at 1:00 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

17-08-16-03

PREVIOUS MEETING

A motion was made by Tammy Glickman and seconded by Jim Corridan to approve the minutes of the June 7, 2017 meeting. Motion carried.

17-08-16-04

OLD BUSINESS

None

17-08-16-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated they are very close to having the AXAEM catalog on line for public use. Mr. Corridan stated they would be adding some microfilm masters probably within the next six (6) months. The holdup at the moment is there is a security issue. Mr. Corridan stated they continue to work toward barcoding. Mr. Corridan stated they are also working toward an increase in the budget so they can add additional staff. Mr. Corridan stated it might be beneficial to have an Oversight Committee Meeting at the State Archives so the Oversight Committee can see what they are talking about and how they are storing records.

17-08-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. ATTORNEY GENERAL'S OFFICE

Agencywide Schedule

Teresa Henson from the Attorney General's office was introduced. A motion was made by Jim Corridan and seconded by Graig Lubsen to adopt Schedule No. 1 as submitted. Motion carried.

2. ATTORNEY GENERAL'S OFFICE

Advisory

A motion was made by Tammy Glickman and seconded by Graig Lubsen to adopt Schedule No. 2 as submitted. Motion carried.

3. ATTORNEY GENERAL'S OFFICE

Appeals

A motion was made by Jim Corridan and seconded by Samantha Chapman to adopt Schedule No. 3 as submitted. Motion carried.

4. ATTORNEY GENERAL'S OFFICE

Consumer Protection

Teresa Henson, Attorney General's Office, stated that the word calendar should be removed from Retention Period for Record Series 2010-25. A motion was made by Tammy Glickman and seconded by Jacob Speer to adopt Schedule No. 4 with this change. Motion carried.

5. ATTORNEY GENERAL'S OFFICE

Tax

A motion was made by Jim Corridan and seconded by Tammy Glickman to adopt Schedule No. 5 as submitted. Motion carried.

6. ATTORNEY GENERAL'S OFFICE

Tobacco Enforcement

A motion was made by Jacob Speer and seconded by Samantha Chapman to adopt Schedule No. 6 as submitted. Motion carried.

7. ATTORNEY GENERAL'S OFFICE

Unclaimed Property

A motion was made by Tammy Glickman and seconded by Jim Corridan to adopt Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF REVENUE

Agencywide Schedule

Larry Molnar from the Department of Revenue was introduced. A motion was made by Jim Corridan and seconded by Tammy Glickman to adopt Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF LABOR

Chief Counsel

A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF LABOR

Child Labor

A motion was made by Jacob Speer and seconded by Graig Lubsen to adopt Schedule No. 10 as submitted. Motion carried.

11. DEPARTMENT OF LABOR

Safety Review

A motion was made by Jim Corridan and seconded by Tammy Glickman to adopt Schedule No. 11 as submitted. Motion carried.

12. DEPARTMENT OF LABOR

Wage and Hour

A motion was made by Tammy Glickman and seconded by Jacob Speer to adopt Schedule No. 12 as submitted. Motion carried.

13. DEPARTMENT OF TRANSPORTATION

Accounting

John Connell from the Department of Transportation was introduced. A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 13 as submitted. Motion carried.

14. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Office of Medicaid Policy and Planning

A motion was made by Jacob Speer and seconded by Jim Corridan to adopt Schedule No. 14 as submitted. Motion carried.

15. INDIANA BOARD OF TAX REVIEW

A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 15 as submitted. Motion carried.

17-08-16-07

NEW BUSINESS

None

17-08-16-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:27 p.m.